

## Requirements for Self-Authorizing Officials

- Under DTS, there will be no "Blanket Travel Orders." Instead, individuals who would have traveled under blanket travel orders might be designated in writing as a "Self-Authorizing Official." They will also be assigned in DTS as a Self Authorizing Official. They must complete all the requirements of the Authorizing Official/Certifying Official (AO/CO).
- They will act as their own AOs, possibly with their own budgets, and will approve their own trip authorizations and verify fund availability from their budget allocation. They cannot approve an EFT Advance or Partial Payment on their Authorization. This must be routed to another AO for approval.
- Although these officials are given autonomy for approving their own travel arrangements, they **CANNOT** certify their own travel vouchers. Thus, although the procedures for self-authorizing officials differ from the non-DTS blanket travel orders, the results and internal controls remain in place. Self-authorizing officials should be designated in accordance with Service/Agency policies and procedures.

There are 4 steps that need to be completed to become a Self-Authorizing Official:

1. Complete a DD Form 577 with an appointment as a self-authorizing official.
2. Complete COL training (contact service representative for this information).
3. Create special routing list entitled "Self-AO" (see below).
4. Designate the person as a Self-Authorizing Official in the person's profile in DTS (see below).

### Step 3

1. In order to create a specific routing list for the Self-AO, under the "Administrative" tab, select the "DTS Maintenance Tool".

Logged In As: Elaine Drury [Help for this screen](#)

**Defense Travel System**  
A New Era of Government Travel Logoff

Official Travel ▾ Official Travel - Others ▾ Traveler Setup ▾ Reports **Administrative ▾** RDA ▾ CBA ▾

Welcome Elaine Drury

Organization: HPMO  
Org Access: HPMO  
Group Access: HPMO  
Permission: 0,1,2,3,4,5,6,7

Message Center

You are accessing the Enterprise Web Training Environment (EWTs), which is used for TRAINING. Please be aware that this is a training environment and even

Document Self Registration Admin --> [Click Here](#)

**DTA Maintenance Tool**

My Signet Budget

Document Route & Review

Calculate Distance

Document	Status	Departure Date	Type
EDLACKLANDAFB083004 A01	ADJUSTED	08/30/04	AUTH
EDLACKLANDAFB083004 A02	ADJUSTED	08/30/04	AUTH

2. Once you have entered the Maintenance Tool, select “Routing Lists” from the drop down menu.

User Name: Elaine Drury  
Organization Access: HP MO  
Group Access: HP MO - HP MO  
Permission: 0, 1, 2, 3, 4, 5, 6, 7  
Run Date: August 27, 2004 - 13:50 EDT

DTA Home | Help for this Screen

**DTA Tools:** DTA Maintenance Home << Select an option from the DTA Tools dropdown.

DTA Maintenance Home  
Organizations  
**Routing Lists**  
Groups  
People  
Lines of Accounting

**Welcome to the Maintenance Tool**  
This tool provides the ability to create and modify organizations, routing lists, groups, people, and lines of accounting (LOAs). Please select an option from the DTA Tools dropdown menu above.

**Your Maintenance Tool Permissions:**

- You have the proper permissions to edit organizations
- You have the proper permissions to edit routing lists
- You have the proper permissions to edit groups
- You have the proper permissions to edit people
- You have the proper permissions to edit lines of accounting (LOAs)
- You have the proper permissions to edit permissions.

3. Once in the Routing Lists screen click on “Create Routing List(s)”.

User Name: Elaine Drury  
Organization Access: HP MO  
Group Access: HP MO - HP MO  
Permission: 0, 1, 2, 3, 4, 5, 6, 7  
Run Date: August 27, 2004 - 13:53 EDT

DTA Home | Help for this Screen

**DTA Tools:** Routing Lists Search Routing List(s) **Create Routing List(s)**

**Search Routing List(s)**

Routing List Name:   
Organization Name: HP MO ☐ --Include Sub-Organizations  
Default Routing Lists Only: ☐

Search

4. Enter the name of the new routing list in the “Routing List Name” field. In this case the new routing list will be named “Self AO”. Select the correct “Organization Name” from the drop down menu. Do not make this the default routing list at this point. Click on “Save Routing List”.

User Name: Elaine Drury  
Organization Access: HP MO  
Group Access: HP MO - HP MO  
Permission: 0, 1, 2, 3, 4, 5, 6, 7  
Run Date: August 27, 2004 - 14:02 EDT

DTA Home | Help for this Screen | Logout

**DTA Tools:** Routing Lists Search Routing List(s) Create Routing List(s)

**Create Routing List** \* Required

Routing List Name: \* Self AO  
Organization Name: \* HP MO  
Make this the default routing list?: ☐ Yes ☒ No [Note: Changing the default routing list will only affect newly created travelers and those re-assigned to the organization. It has no effect on the default routing list of travelers who have already been created.]

Save Routing List Cancel

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5. The appropriate elements must now be added to the routing list. Click on “Update.”

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User Name: Elaine Drury  
Organization Access: HP MO  
Group Access: HP MO - HP MO  
Permission: 0, 1, 2, 3, 4, 5, 6, 7  
Run Date: August 27, 2004 - 14:03 EDT

DTA Home | Help for this Screen | DTA Maintenance

DTA Tools: Routing Lists Search Routing List(s) Create Routing List(s)

**Routing List(s)** (Search Results)

Routing List Name: Self AO Organization Name: HP MO  
Default Routing Lists Only: No Include Sub-Organizations: No

Select to Globally Update	Individually Edit	Organization Name	Routing List Name	Default Routing List
<input type="checkbox"/>	Update Copy Delete	HP MO	Self AO	No

Select All Clear All

Globally Update Selected Routing Lists (on this page)

Add Routing Element Remove Routing Element Replace Signature Authority

1 - 1 of 1

6. Click on “Add Routing Element.”

Defense Travel System  
A New Era of Government Travel

User Name: Elaine Drury  
Organization Access: HP MO  
Group Access: HP MO - HP MO  
Permission: 0, 1, 2, 3, 4, 5, 6, 7  
Run Date: August 27, 2004 - 14:10 EDT

DTA Home | Help for this Screen | DTA Maintenance

DTA Tools: Routing Lists Search Routing List(s) Create Routing List(s)

**Update Routing List**

Routing List Name: Self AO Default Routing List: ☐ Yes ☒ No  
Organization Name: HP MO

Add Routing Element

Edit	Document Type	Document Status	Signature Name	Level	Process Name
No routing elements are currently defined for the routing list					

Save Changes Cancel

7. In the “Document Type” field select “Authorization” from the drop down menu. In the “Document Status” field select “CTO Submit” from the drop down menu. The signature name will be auto populated. Type “3” in the “Level” field. Select “BYPASSPNR” from the drop down menu in the “Process Name” field. Then select “Add Routing Element”.

Defense Travel System  
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User Name: Elaine Drury  
Organization Access: HP MO  
Group Access: HP MO - HP MO  
Permission: 0, 1, 2, 3, 4, 5, 6, 7  
Run Date: August 27, 2004 - 14:14 EDT

DTA Home | Help for this Screen | DTA Maintenance

DTA Tools: Routing Lists Search Routing List(s) Create Routing List(s)

**Add Routing Element** \* Required

Routing List Name: Self AO  
Organization Name: HP MO

Document Type: \* Authorization  
Document Status: \* CTO SUBMIT  
Signature Name: \* CTO SUBMIT  
Level: \* 3  
Process Name: BYPASS PNR

Add Routing Element Cancel

8. The first Routing Element has been added. Select “Add Routing Element” again.

Defense Travel System  
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User Name: Elaine Drury  
Organization Access: HP MO  
Group Access: HP MO - HP MO  
Permission: 0, 1, 2, 3, 4, 5, 6, 7  
Run Date: August 27, 2004 - 14:19 EDT

Screen ID: 7203.1  
DTA Home | Help for this Screen | Logout

DTA Maintenance

DTA Tools: Routing Lists Search Routing List(s) Create Routing List(s)

**Update Routing List**

Routing List Name: Self AO Default Routing List: ☐ Yes ☒ No Add Routing Element

Organization Name: HP MO

Edit	Document Type	Document Status	Signature Name	Level	Process Name
Update Remove	Authorization	CTO SUBMIT	**CTO SUBMIT	3	BYPASS PNR

Save Changes Cancel

9. In the “Document Type” field select “Authorization” from the drop down menu. In the “Document Status” field select “CTO Booked” from the drop down menu. The signature name will be auto populated. Type “4” in the “Level” field. Select “BYPASSPNR” from the drop down menu in the “Process Name” field. Then select “Add Routing Element”.

Defense Travel System  
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User Name: Elaine Drury  
Organization Access: HP MO  
Group Access: HP MO - HP MO  
Permission: 0, 1, 2, 3, 4, 5, 6, 7  
Run Date: August 27, 2004 - 14:28 EDT

Screen ID: 7205.1  
DTA Home | Help for this Screen | Logout

DTA Maintenance

DTA Tools: Routing Lists Search Routing List(s) Create Routing List(s)

**Add Routing Element** \* Required

Routing List Name: Self AO  
Organization Name: HP MO

Document Type: \* Authorization  
Document Status: \* CTO BOOKED  
Signature Name: \*\*CTO BOOKED  
Level: \* 4  
Process Name: BYPASS PNR

Add Routing Element Cancel

10. The first and second routing element will be shown. Click “Add Routing Element” again.

Defense Travel System  
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User Name: Elaine Drury  
Organization Access: HP MO  
Group Access: HP MO - HP MO  
Permission: 0, 1, 2, 3, 4, 5, 6, 7  
Run Date: August 27, 2004 - 14:31 EDT

Screen ID: 7205.1  
DTA Home | Help for this Screen | Logout

DTA Maintenance

DTA Tools: Routing Lists Search Routing List(s) Create Routing List(s)

**Update Routing List**

Routing List Name: Self AO Default Routing List: ☐ Yes ☒ No Add Routing Element

Organization Name: HP MO

Edit	Document Type	Document Status	Signature Name	Level	Process Name
Update Remove	Authorization	CTO SUBMIT	**CTO SUBMIT	3	BYPASS PNR
Update Remove	Authorization	CTO BOOKED	**CTO BOOKED	4	BYPASS PNR

Save Changes Cancel

11. In the “Document Type” field select “Authorization” from the drop down menu. In the “Document Status” field select “Approved” from the drop down menu. In the “Signature Name” field search for your own name. Type “25” in the “Level” field. The “Process Name” field will be blank, there is no process name. Then select “Add Routing Element”.

DTA Tools:  [Search Routing List\(s\)](#) | [Create Routing List\(s\)](#)

User Name: Elaine Drury  
Organization Access: HPMO  
Group Access: HPMO - HPMO  
Permission: 0, 1, 2, 3, 4, 5, 6, 7  
Run Date: August 27, 2004 - 14:34 EDT

DTA Home | [Help for this Screen](#) | [Logout](#)

Screen ID: 7205.

**DTA Maintenance**

**Add Routing Element** \* Required

Routing List Name: Self AO  
Organization Name: HPMO

Document Type: \*   
Document Status: \*   
Signature Name: \*  [Search](#) [Xorg Search](#)  
Level: \*   
Process Name:

[Add Routing Element](#) [Cancel](#)

12. The routing list for the Self-AO has been created. Click “Save Changes.”

DTA Tools:  [Search Routing List\(s\)](#) | [Create Routing List\(s\)](#)

User Name: Elaine Drury  
Organization Access: HPMO  
Group Access: HPMO - HPMO  
Permission: 0, 1, 2, 3, 4, 5, 6, 7  
Run Date: August 27, 2004 - 14:37 EDT

DTA Home | [Help for this Screen](#) | [Logout](#)

Screen ID: 7203.1

**DTA Maintenance**

**Update Routing List**

Routing List Name: Self AO  
Organization Name: HPMO

Default Routing List: ☐ Yes ☒ No [Add Routing Element](#)

Edit	Document Type	Document Status	Signature Name	Level	Process Name
<a href="#">Update</a> <a href="#">Remove</a>	Authorization	CTO SUBMIT	**CTO SUBMIT	3	BYPASS PNR
<a href="#">Update</a> <a href="#">Remove</a>	Authorization	CTO BOOKED	**CTO BOOKED	4	BYPASS PNR
<a href="#">Update</a> <a href="#">Remove</a>	Authorization	APPROVED	Elaine Drury	25	

[Save Changes](#) [Cancel](#)

13. The routing list is complete.

DTA Tools:  [Search Routing List\(s\)](#) | [Create Routing List\(s\)](#)

User Name: Elaine Drury  
Organization Access: HPMO  
Group Access: HPMO - HPMO  
Permission: 0, 1, 2, 3, 4, 5, 6, 7  
Run Date: August 27, 2004 - 14:39 EDT

DTA Home | [Help for this Screen](#) | [Logout](#)

Screen ID: 7201.1

**DTA Maintenance**

**Routing List(s) (Search Results)**

Routing List Name: Self AO  
Default Routing Lists Only: No  
Organization Name: HPMO  
Include Sub-Organizations: No

Select to Globally Update	Individually Edit	Organization Name	Routing List Name	Default Routing List
<input type="checkbox"/>	<a href="#">Update</a> <a href="#">Copy</a> <a href="#">Delete</a>	HPMO	Self AO	No

Select All Clear All

Globally Update Selected Routing Lists (on this page)


[Add Routing Element](#) [Remove Routing Element](#) [Replace Signature Authority](#)

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## Step 4

1. In order to utilize the newly created routing list the Self-AO needs to be designated. The default routing list within the Self-AOs profile needs to be changed to the newly created routing list. Select “DTA Maintenance Tool” from the “Administrative” tab.

Logged In As: Elaine Drury [Help for this screen](#)


**Defense Travel System**  
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 Logoff

Official Travel ▾
 Official Travel - Others ▾
 Traveler Setup ▾
 Reports ▾
 **Administrative ▾**
 ROA ▾
 CBA ▾

Site Setup Admin  
 Self Registration Admin --> [Click Here](#)  
**DTA Maintenance Tool**  
 Budget  
 Route & Review  
 Calculate Distance  
 No documents routing.

Welcome Elaine Drury  
 Organization: HPMO  
 Org Access: HPMO  
 Group Access: HPMO  
 Permission: 0, 1, 2, 3, 4, 5, 6, 7

2. Next choose “People” from the “DTA Tools” drop down menu.

User Name: Elaine Drury  
 Organization Access: HPMO  
 Group Access: HPMO - HPMO  
 Permission: 0, 1, 2, 3, 4, 5, 6, 7  
 Run Date: August 30, 2004 - 12:59 EDT

Screen ID: 7000.1  
[DTA Home](#) | [Help for this Screen](#) | [Logout](#)

**DTA Maintenance**

DTA Tools: **DTA Maintenance Home ▾**
<< Select an option from the DTA Tools dropdown.

DTA Maintenance Home  
 Organizations  
 Routing Lists  
**People**  
 Groups  
 Lines of Accounting

**Welcome to the DTA Maintenance Tool**  
 This tool is designed for use by individuals with the ability to create and modify organizations, routing lists, groups, people, and lines of accounting. Please select an option from the DTA Tools dropdown menu above.

**Your Maintenance Tool Permissions:**

- You have the proper permissions to edit organizations
- You have the proper permissions to edit routing lists
- You have the proper permissions to edit groups
- You have the proper permissions to edit people
- You have the proper permissions to edit lines of accounting (LOAs)
- You have the proper permissions to edit permissions.

3. Choose the correct organization from the drop down menu in the “Organization Name” field. Enter the social security number or the last name of the Self-AO. Then hit “Search”.

User Name: Elaine Drury  
 Organization Access: HPMO  
 Group Access: HPMO - HPMO  
 Permission: 0, 1, 2, 3, 4, 5, 6, 7  
 Run Date: August 30, 2004 - 13:01 EDT

Screen ID: 7  
[DTA Home](#) | [Help for this Screen](#) | [Logout](#)

**DTA Maintenance**

DTA Tools: **People ▾**

[Search People](#) | [Create Person](#) | [Receive Person](#)

**Search People** \* Required

Organization Name: \* **HPMO ▾** ☒ --Include Sub-Organizations

Person Type: \* **All ▾**

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SSN:

Last Name:

First Name:

Organization Access:

Permission Level:

[Search](#) 

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## 4. Verify the person's name and click "Update".

DTA Tools: People Search People Create Person Receive Person

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**People** (Search Results)

Organization Name: **HPMO**      SSN:      Permission Level:  
 Include Sub-Organizations: **Yes**      Last Name: **Drury**      Person Type: **All**  
 Organization Access:      First Name:

<a href="#">Update</a>	Name: <b>Drury, Elaine</b>	SSN: 047000103	Organization: HPMO
<a href="#">Detach</a>		Permission: 0, 1, 2, 3, 4, 5, 6, 7	Organization Access: HPMO
<a href="#">Delete</a>		Rank: GS-14	Group Access: HPMO
<a href="#">View Group(s)</a>			

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## 5. Click "Continue".

DTA Tools: People Search People Create Person Receive Person

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**Update Person** \* Data Required

SSN: 047000103

Is this person going to travel?: ☒ Yes ☐ No

[Continue](#) [Cancel](#)

## 6. Scroll down the "General Traveler Data" screen. In the "Routing List Name" field choose "Self AO" from the drop down menu. Select "Yes" in the "Self-AO Approval" field. Then scroll down the page and select "Save Changes".

Non-DTS Entry Agent (T-Entered): ☐ Yes ☒ No

User ID: u1000019235 [Reset User ID](#)

**General Traveler Data**

Civilian / Military:

Title / Rank:


Mailing Address Line 1:

Mailing Address Line 2:

City:

State / Country:  [Lookup](#)

Zip / Postal Code:

Routing List Name:  

Self-AO Approval: ☒ Yes ☐ No

Default LOA Label:

**Personal Data**

Gender:

Resident City:

Resident State / Country:  [Lookup](#)

Resident Country:

TTRA Status: ☒ Exempt ☐ Non-Exempt

Account Number:

GOVCC Exp. Date:

**Electronic Funds Transfer Data**

Checking Routing Number:

Checking Account Number:

Saving Routing Number:

Saving Account Number:

[Save Changes](#) [Cancel](#) 